



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION

Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER			Community Media Forum			
DATE		27/06/2018				
ITEM NO	Community Media Forum	QTY	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1.	Requirement: Yellow Round Centre Pieces	12				
2.	Mixture of White & Yellow Roses in Trumpet Vases	12				
	Delivery date: 29/06/2018 Delivery address: Durban ICC Room 21 Set up Time: 09h00am Event time: 10h00am					
1	Quote is binding and may not be cancelled					
2	Quote must be prepared on this document					
3	Prices to be fixed and firm in South African Rands					
4	Quote must be emailed to the email address provided above					
5	Indicate items for which you are the sole agent					
6	Quote must include a single price (including delivery cost & warranties)					
7	Quote must be valid for 30 days					
8	Supporting documents are not required					
9	Quotation closing date and time: 28/06/2018 @ 12:00					